

DISPATCH	CLASSIFICATION C-O-N-F-I-D-E-N-T-I-A-L-	PROCESSING	
		PROPOSED	ACTION
TO Chief, WE			MARKED FOR INDEXING
INFO. ATTN: Comptroller			NO INDEXING REQUIRED
FROM Chief of Station, [REDACTED] <i>mgy</i> 25X1A			ONLY QUALIFIED HEADQUARTERS DESK CAN JUDGE INDEXING
SUBJECT Finance Cash Control Procedures			ABSTRACT
			MICROFILM

ACTION REQUIRED - REFERENCES

ACT: See below

1. The Station requests Headquarters to investigate the feasibility of field Stations utilizing mechanical aids to assist in counting Station funds. The attached brochure describes the machine being used in the local [REDACTED] office.

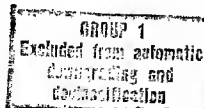
25X1A 2. [REDACTED] requirements are so large in terms of units of currency that two aspects of cash control are seriously weakened. Because of the large number of bills passed to the projects, the case officers tend to rely solely on the Finance Office verification of the amount disbursed. The second aspect is that the monthly cash count is effected by sampling in an amount which would tend to negate the control aspect of the monthly count.

3. In addition to improving controls at the Station, a machine, such as the one described in the attachment, would certainly save the Finance personnel much time and effort, particularly after receipt of the semi-monthly pouches [REDACTED]

4. The Station would appreciate favorable consideration of this proposal and, of course, defers to Headquarters judgement as to the most suitable machine for field purposes.

Attachment:
Brochure a/s para 1

Distribution:
3 - Wash, w/att



CROSS REFERENCE TO

DATE TYPED
26 November 62

DATE DISPATCHED
NOV 27 1962

DISPATCH SYMBOL AND NUMBER

HEADQUARTERS FILE NUMBER